



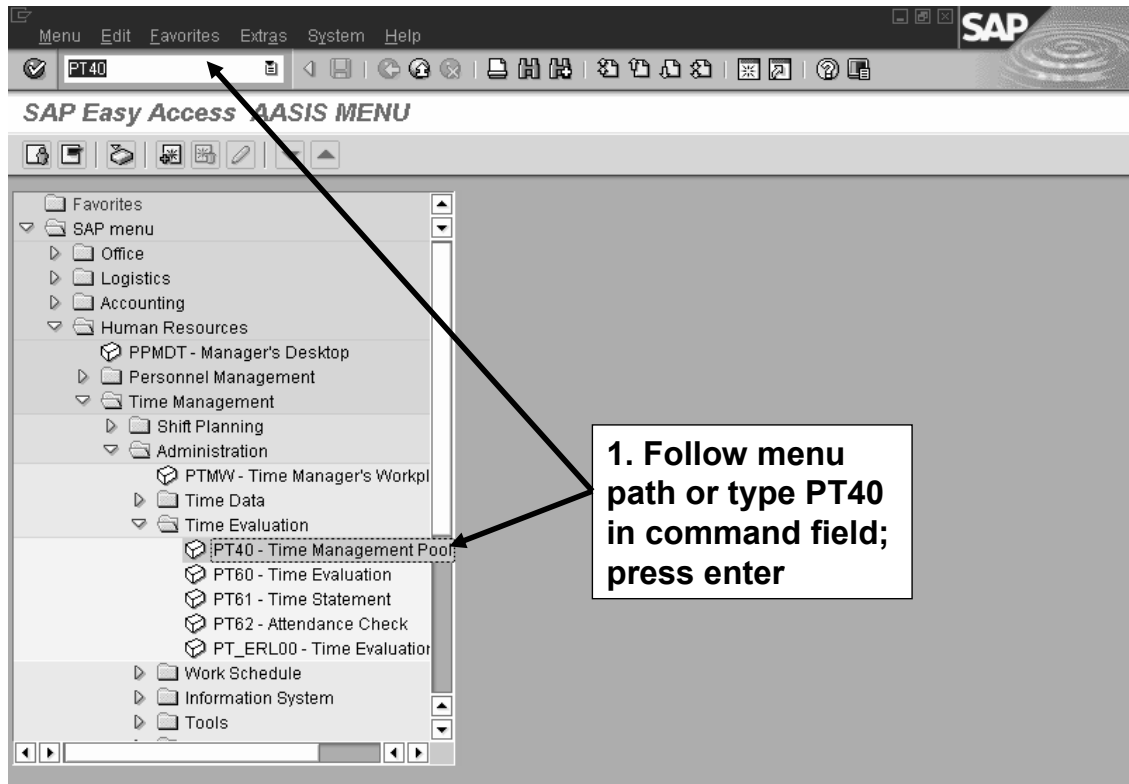
Time Recording and Time Approval

Chapter 4 – Time Reports



Time Reports

Time Management Pool - PT40



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02/16/04, Revised to V4

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This report will allow you to view attendances and/or absences entered on employees for a specified time frame.

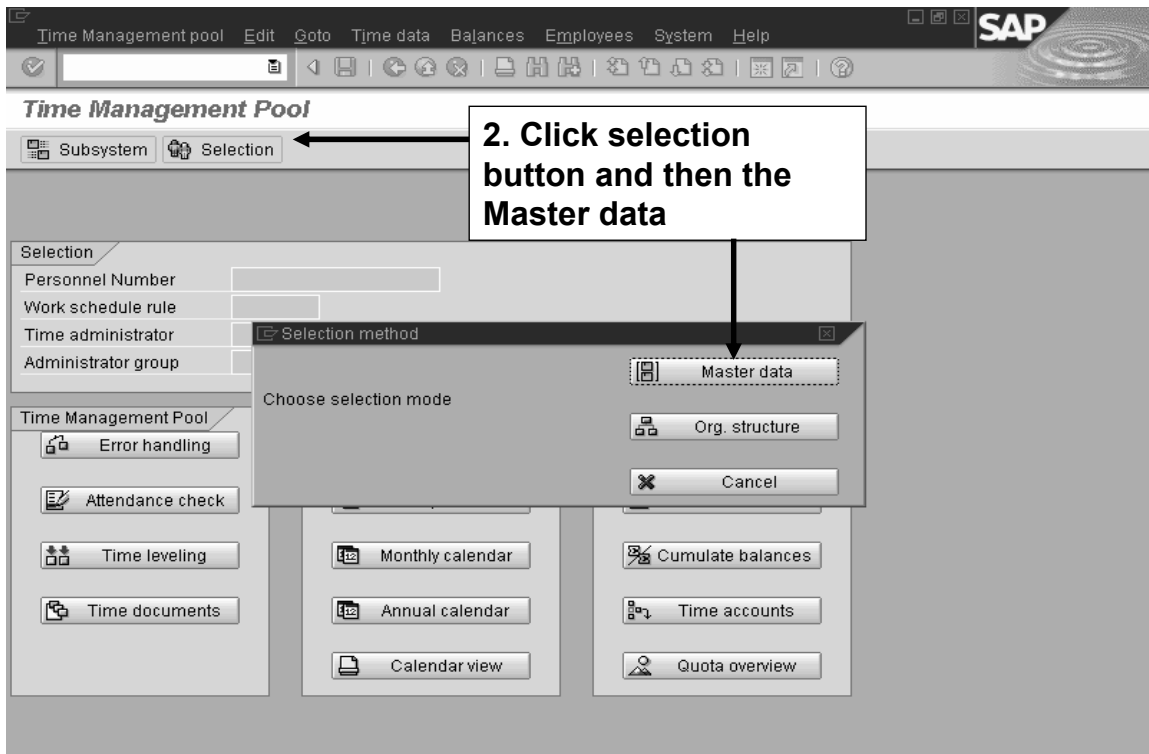
Menu path:

Human Resources > Time Management >
Administration > Time Evaluation > Time Management
Pool (PT40)



Time Reports

Time Management Pool - PT40





Time Reports

Time Management Pool - PT40

Time Management pool Edit Goto Time data Balances Employees System Help

Time Management Pool

Subsystem Selection

Dynamic selections

Org. assignment

- Personnel area
- Employee group
- Employee subgroup
- Personnel subarea
- Work contract
- Cost Center
- Payr.administrator
- Pers.administrator
- Time administrator
- Administrator group
- Controlling Area

Planned working time

- Work schedule rule
- Time Mgmt status
- Part-time employee
- Dyn.daily work schedule

Dynamic selections

Org. assignment				
Personnel area				
Employee group				
Employee subgroup				
Personnel subarea				
Payr.administrator				
Pers.administrator				
Time administrator	101			
Administrator group	fa04			
Planned working time				
Work schedule rule				
Time Mgmt status				
Time recording info.				

Copy Selected Items Delete Selected Objects Single Values Only Hide Field Selection

3. Enter criteria for viewing

4. Click save

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Time Reports

Time Management Pool - PT40

Time Management Pool

Subsystem Selection Hide

00000003 Wanda Ziem
00000004 Robin Smith
00000008 Robert Skinn
00000016 Gwin Hender
00000017 Ricky Sims
00000022 Glenda Hays
00000026 Randall Shep
00000027 Gena Hathav
00000031 Linda Moore
00000032 Patricia Scott
00000036 Linda McCoc
00000037 Phillip Rugg
00000038 Kyle May
00000039 Paula Rober
00000040 Jessica Jolle
00000042 Jerri Jolley
00000043 Paul Richard
00000045 Jenny Jobe
00000048 Reid Paul
00000052 Gary Harris
00000053 Jennifer Hun
00000054 Gale Hansbe
00000055 Gail Hadley

Selection

Personnel Number
Work schedule rule
Time administrator
Administrator group

Time Management Pool

Error handling
Attendance check
Time leveling
Time documents

Time Data

Multiple entry
Weekly calendar
Monthly calendar
Annual calendar
Calendar view

Balances

Time statement
Balance overview
Cumulate balances
Time accounts
Quota overview

5. Click calendar view

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Time Reports

Time Management Pool - PT40

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If you would like to view a period other than the calendar year, you can change the radio button to current month, today, other period, etc. You can select the Payroll period button and view a specific payroll.

The personnel numbers that were selected previously are located in the multiple selection view indicated by the green.



Time Reports

Time Management Pool - PT40

Program Edit Goto System Help

Attendance/Absence Data: Calendar View

Further selections Search helps

Payroll period

Payroll area

☒ Current period
☐ Other period

Period

Selection

Personnel number

Employment status

Personnel area

Personnel subarea

Attendance/absence types for eval.

Absence types to

☒ Evaluate absences only
☐ Evaluate attendances only
☐ Evaluate attendances and absences

Note: If you selected this view, you must enter the payroll area and specify the payroll period and year.

OPTIONAL VIEW

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Time Reports

Time Management Pool - PT40

7. Click to execute

6. Click to evaluate attendances and absences of employees

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Time Reports

Time Management Pool - PT40

Attendance chart Edit Goto System Help

SAP

Attendance/Absence Data: Calendar View

Multiple employee view

Period 01/01/2002 - 12/31/2002
Personnel no. 00050004 Tester Test1
Personnel area DFA
Personnel subarea OT,Std,ASHB

This is a calendar year view

Per.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	y	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	y	r	r	r	r	r	r	r	r	r	
FEB	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	y	r	r	r	r	r	r	r	r	r	r	r	
MAR	r	r	r	a	a	a	a	a	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
APR	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
MAY	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
JUN	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
JUL	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
AUG	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
SEP	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
OCT	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
NOV	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
DEC	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	

Period 01/01/2002 - 12/31/2002
Personnel no. 00050004 Tester Test1
Personnel area DFA
Personnel subarea OT,Std,ASHB

a Annual Leave
r Attendance Hours Worked
y Holiday Leave

Period 01/01/2002 - 12/31/2002

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A key provided at the bottom shows the codes used for attendances and absences. You can also display any month for all employees by placing your cursor in the month and clicking on the multiple employee view icon.



Time Reports

Time Management Pool - PT40

Attendance chart Edit Goto System Help

Attendances/Absences: Multiple Employee View

Attendances/Absences: Multiple Employee View

Period 01/01/2002 - 01/31/2002

PersNo.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
00050004	Tester Test1	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050005	Tester Test2	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050006	Tester Test3	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050007	Tester Test4	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050009	Tester Test5	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050012	Tester Test	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050013	Tester Test	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050014	Tester Test	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050015	Tester Test	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
00050016	Bob001 DFA-NE	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	

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This screen allows you to verify if those employees who do not have time entered are non-exempt and should have time entered. Using this transaction is a good tool to help avoid employees from not being paid. To evaluate the time further, double-click on an attendance or absence.



Time Reports

Time Management Pool - PT40

Infotype Edit Goto Extras System Help

Display Absences

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel no.	50005	Name	Tester	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
WS rule	OPEN08	Open Sch...	SSN	888-99-8887	
From	03/04/2002	To	03/04/2002	Chg.	11/01/2002 DMHILL02

This is a daily view

Absence

Absence type	ANNL	Annual Leave
Time	00:00 - 08:00	<input type="checkbox"/> Prev. da
Absence hours	8.00	<input type="checkbox"/> Full-day
Absence days	0.33	
Calendar days	0.00	
Quota used	8.00	Hours

Advance payment

Off-cycle reason	
Payment date	
Payroll identifier	
Payroll type	

Infotype record was recorded using the Time Sheet (CATS)

511 sapqas INS

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Time Reports

Time Management Pool - PT40

Time Management pool Edit Goto Time data Balances Employees System Help

Time Management Pool

Subsystem Selection

Selection

Personnel Number Lisa
Work schedule rule
Time administrator
Administrator group

1. Enter personnel number; press enter

Time Management Pool

Error handling
Attendance check
Time leveling
Time documents

Time Data

Multiple entry
Weekly calendar
Monthly calendar
Annual calendar
Calendar view

Balances

Time statement
Balance overview
Cumulate balances
Time accounts
Quota overview

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You can use this transaction to view how many attendances hours an employee has worked during a specific time frame in order to verify for Family Medical Leave criteria.



Time Reports

Time Management Pool - PT40

Time Management pool Edit Goto Time data Balances Employees System Help

Time Management Pool

Subsystem Selection Display

Selection

Personnel Number 23 Lisa Moran

Work schedule rule OPEN08

Time administrator

Administrator group

Time Management Pool

Error handling

Attendance check

Time leveling

Time documents

Time Data

Multiple entry

Weekly calendar

Monthly calendar

Annual calendar

Calendar view

Balances

Time statement

Balance overview

Cumulate balances

Time accounts

Quota overview

2. Click Time leveling

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Time Reports

Time Management Pool - PT40

Time Management pool Edit Goto Time data Balances Employees System Help

Time Management Pool

Subsystem Selection Display

Selection

Personnel Number

Work schedule rule

Time administrator

Administrator group

Period

02/09/03 - 02/08/04

Continue Cancel

3. Enter time period

Time Management Pool

Error handling

Attendance check

Time leveling

Time documents

Time Data

Multiple entry

Weekly calendar

Monthly calendar

Annual calendar

Calendar view

Balances

Time statement

Balance overview

Cumulate balances

Time accounts

Quota overview

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Time Reports

Time Management Pool - PT40

Time Leveling: Period View

Period view

Period_ 02/09/2003 - 02/08/2004

PerNo	Name	Wk.time	Doc.	Difference
23	Lisa Moran	0.00	1,742.00	1,742.00

4. Double-click in this field

The total attendance hours will be displayed for the time period specified



Time Reports

Time Management Pool - PT40

SAP

Time Leveling: Day View

Time event Absence Attendance Absence quota Attendance quota

Day view

Person **00000023 Lisa Moran**

Period_ 02/09/2003 - 02/08/2004

THIS IS A DAILY VIEW

Day	Wk.time	Doc.	Differenc
02/09/2003	0.00	0.00	0.00
02/10/2003	0.00	8.00	8.00
02/11/2003	0.00	8.00	8.00
02/12/2003	0.00	8.00	8.00
02/13/2003	0.00	8.00	8.00
02/14/2003	0.00	8.00	8.00
02/15/2003	0.00	0.00	0.00
02/16/2003	0.00	0.00	0.00
02/17/2003	0.00	0.00	0.00
02/18/2003	0.00	8.00	8.00
02/19/2003	0.00	5.00	5.00
02/20/2003	0.00	8.00	8.00
02/21/2003	0.00	8.00	8.00
02/22/2003	0.00	0.00	0.00
02/23/2003	0.00	0.00	0.00
02/24/2003	0.00	8.00	8.00
02/25/2003	0.00	8.00	8.00
02/26/2003	0.00	0.00	0.00
02/27/2003	0.00	8.00	8.00
02/28/2003	0.00	8.00	8.00

5. Double-click



Time Reports

Time Management Pool - PT40

Time Leveling: Document View

Person: 00000023 Lisa Moran Administrator
Key date: 02/19/2003

Personal work schedule

Days	Time	Hours	Daily WS	Day type	Holiday
02/19/2003	00:00-24:00	24.00	OPEN	Work/paid	

Absences

Days	Y	Time	Hours	Absence type
02/19/2003		05:00-08:00	3.00	Annual Leave

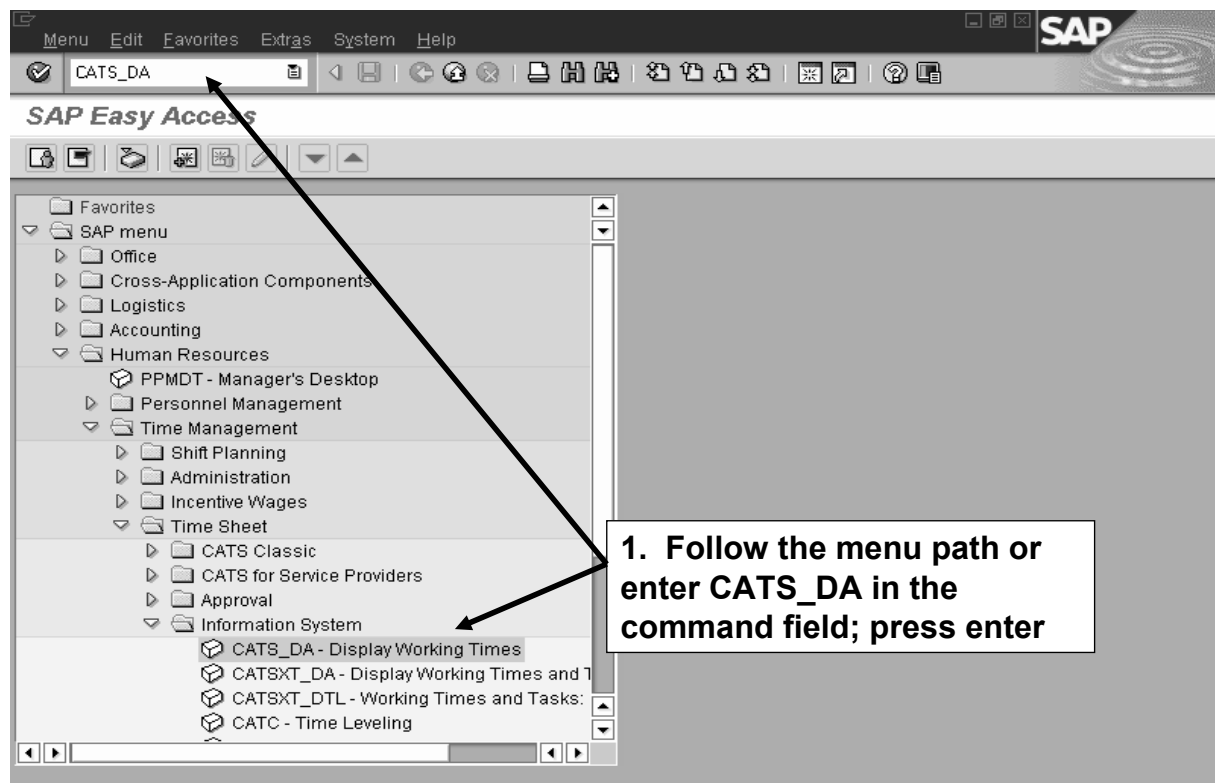
Attendances

Days	Y	Time	Hours	Att. type
02/19/2003		00:00-05:00	5.00	Attendance Hours Worked

THIS IS THE DOCUMENT VIEW



Display Working Times – CATS_DA



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The menu path for Display Working times is
Human Resources > Time Management > Time
Sheet > Information Systems > Display
Working Times.

This transaction is available to the following
roles:

Agency Central Time Management

Time Management Specialist

Agency Time Management Supervision

You should use this transaction to verify that
hours were approved for your employees.



Display Working Times – CATS_DA

Program Edit Goto System Help

Display Working Times

OrgStructure Search Help

Period

Reporting Period

Current Year

Today

Key Date

All

Other Period

Current Month

Current Year

Past (until today)

Future (as of today)

Current Payroll Period

Other Payroll Period

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Output

Conversion to Unit of Measure

Layout

☐ Document Flow Analysis

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Display Working Times – CATS _DA

Program Edit Goto System Help

Display Working Times

OrgStructure Search Help

Period

Reporting Period Other Period 12/21/2003 - 01/03/2004

Selection Criteria

Program Edit Goto System Help

Display Working Times

OrgStructure Search Help

Payroll Period

Period Current Payroll Period

Payroll Area 11 01/04/2004 - 01/17/2004

Period 2 2004

Program Edit Goto System Help

Display Working Times

OrgStructure Search Help

Payroll Period

Period Other Payroll Period

Payroll Area 11 12/21/2003 - 01/03/2004

Period 1 2004

Selection Criteria

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Note: When choosing Other Period, you will have to enter a specified date range.

When choosing Current Payroll Period, you will have to enter in the Payroll Area.


When choosing Other Payroll Period, you will have to enter the Payroll Area and the Payroll Number and year.



Display Working Times – CATS_DA

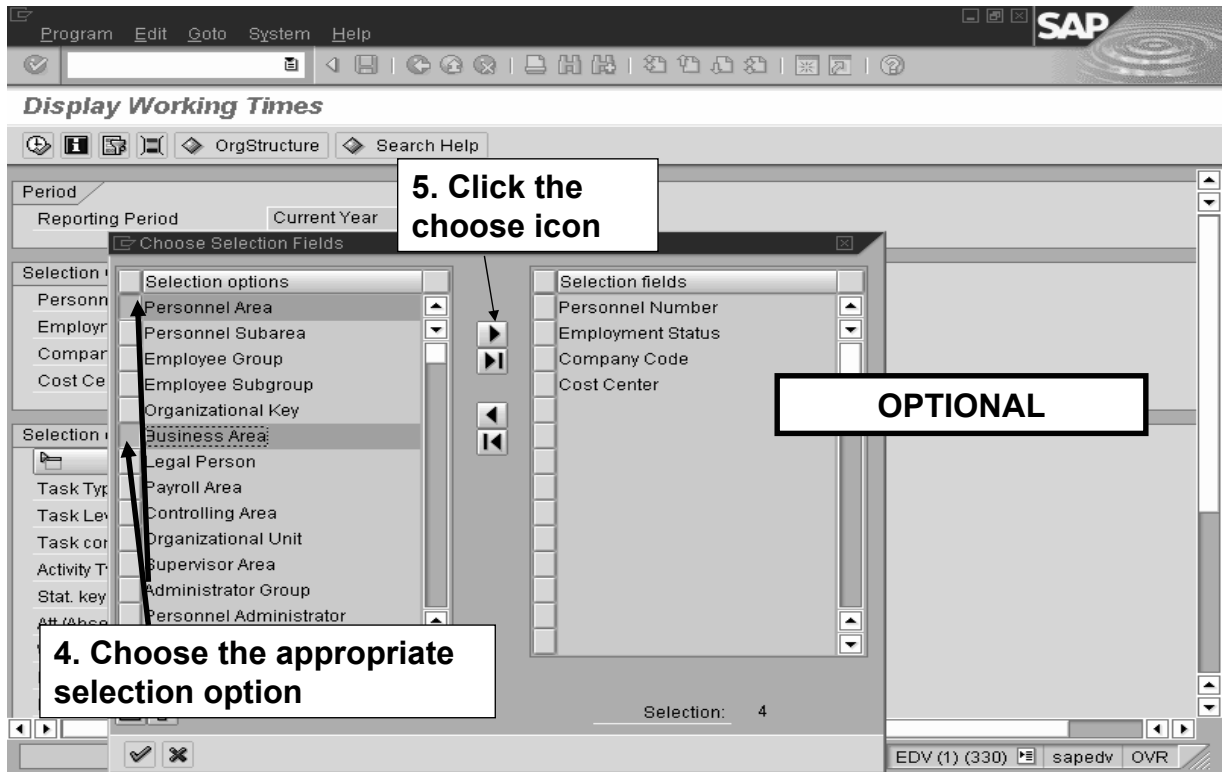
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You may enter multiple personnel numbers, cost centers, etc. by clicking on the multiple selection fields  .



Display Working Times – CATS_DA

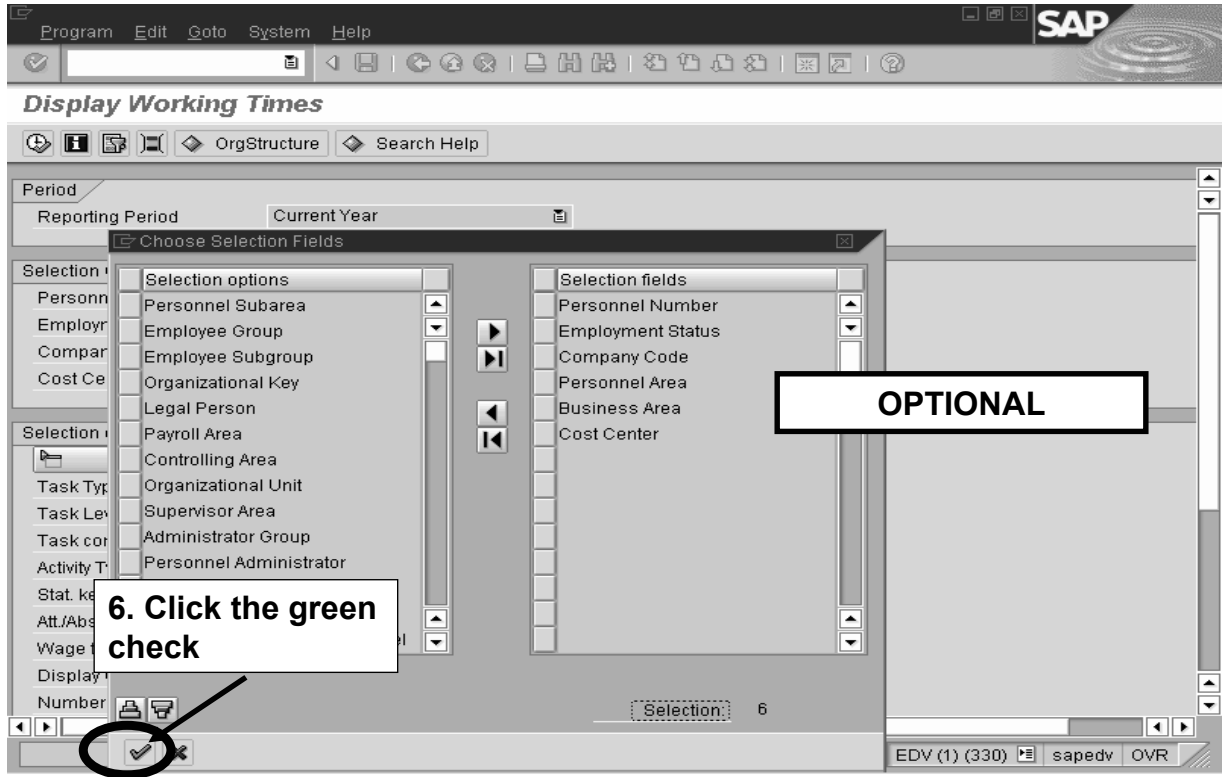


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Display Working Times – CATS_DA



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Display Working Times – CATS_DA

Program Edit Goto System Help

Reporting Period: Current Year

Selection Criteria:

Personnel number		
Employment Status		
Company Code		
Personnel area	FA01	
Business Area		
Cost Center		

Selection of Time Sheet:

Task type	Task Level	Task component	Activity Type	Stat. key figure	Att./Absence type	Wage type

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Note: The Basic Data is not used. You may close this section by clicking on the Basic Data tab.



Display Working Times – CATS_DA

Program Edit Goto System Help

Display Working Times

Period: Current Year

Personnel number: [] []

Employment Status: [] []

Company Code: [] []

Personnel area: FA01 []

Business Area: [] []

Cost Center: [] []

Selection of Time Sheet

- Basic Data
- Receiver account assgmt
- Sender Account Assignment
- Data Sources

Output

Conversion to Unit of Measure: []

Layout: []

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Display Working Times – CATS_DA

Display Working Times

Only Released for approval
Only Approved

Name	Display All Dates	s	Number	MU	AVAType	Created on	Time	Created by	Last change	Time
Karen Li			8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
			8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
			8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/26/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/25/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/22/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/21/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/20/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
Sara Treat	08/19/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	08/18/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		85	80.000	H						
	08/29/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/28/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/27/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/26/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/25/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/22/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/21/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/20/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/19/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
	08/18/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04

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If there are any employees whose time(s) has not been approved, you will be able to bring up only those employees by clicking on the Change Display icon and choosing Only Released for approval. If all employees are approved, this icon will be grayed out.

If time has not been approved, please contact the appropriate role to ensure employee is paid.